

**EFFECTIVE**

April 1, 2020.

**Subject(s)****Administrative Policy Organizational Services (APO) 217,  
Ergonomic Workstation Requests**

The Michigan Department of Health and Human Services (MDHHS) adjusts a job or work environment to enable a worker to perform the job.

MDHHS Bureau of Organizational Services (BOS) does not conduct ergonomic assessments.

The BOS, Occupancy and Leased Management unit has property analysts assigned to geographic regions that will work with requesting offices to assist in obtaining department standard ergonomic chairs and arranging for cubicle adjustments either with MDHHS trades or DTMB Labor and Trades.

If the employee's request for an ergonomic chair and cubicle adjustment is primarily due to a medical issue, it is appropriate for the property analysts to refer the employee to [APR 210, Reasonable Accommodation](#). An employee must complete a MDHHS-5509, Reasonable Accommodation Request, form per the instructions on the form and policy. For further assistance contact the reasonable accommodation coordinator (RAC) at [MDHHS-Reasonable-Accommodations@michigan.gov](mailto:MDHHS-Reasonable-Accommodations@michigan.gov).

- Items commonly requiring medical documentation/RA include but are not limited to:
  - Non-standard chair.
  - Sit to stand equipment.
  - Monitor arms.
  - Specialized keyboard.
  - Standing workstations.
  - Other furniture.

*Reason:* Policy update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 217](#)